MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Responsibility for the Records Center at   25X1A6A

REFERENCE: Memorandum No. ER-6-4645 dated 5 January 1955

1. This memorandum contains a recommendation submitted for DD/S approval. Such recommendation is contained in sub-paragraphs A, B, C, D and E of paragraph 4.

2. Under the terms of reference, the Records Management Division of the Management Staff was relieved of direct control of the Records Center. Operation under the terms of this directive during the past year points to the desirability of reassigning responsibility for the Records Center to the Management Staff.

3. The Records Management Division of the Management Staff is responsible for the CIA Records Management Program and in carrying out such responsibilities is producing business for the Records Center. Neither the [ ] 25X1A6A
[ ] is in a position to influence the development of the work load which ultimately falls on the Records Center. Each, however, is responsible for the work load of the Records Center.

4. It is recommended:

    A. That the responsibility for the Records Center be transferred from [ ] to the Management Staff/Records Management Division.   25X1A6A

    B. That the 12 ceiling positions for the Records Center be transferred to the Management Staff.

    C. That the [ ] be made responsible only for local administrative and logistics support and for disciplinary matters affecting [ ]   25X1A6A
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25X1A

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D. That budgetary adjustments be made to reflect the above realignment.

E. That the changes be made effective 15 March 1956.

25X1A9A

CONCURRENCE:

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Chief, Management Staff

The recommendations in sub-paragraphs A, B, C, D and E of paragraph 4 are approved.

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Deputy Director (Support)